

# Retention and Classification Report

**Agency:** Department of Human Services. Bureau of Finance (393)

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**Records Officer** Stephanie Castro

21937	Cash receipts files
20696	Financial information network payment records
83631	Provider files
23244	Temporary payroll files
20694	Travel and transportation files

**AGENCY:** Department of Human Services. Bureau of Finance

**SERIES:** 21937

1

**TITLE:** Cash receipts files

**DATES:** 1990-

**ARRANGEMENT:** Numerical by organization number, thereunder numerical by FINET number

**DESCRIPTION:**

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 20 years and then destroy.

Microfilm duplicate: Retain in Office for 20 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Human Services. Bureau of Finance

**SERIES:** 21937

**TITLE:** Cash receipts files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Human Services. Bureau of Finance

**SERIES:** 20696

3

**TITLE:** Financial information network payment records

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

**AUTHORIZED:** 08/27/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Paper copy: Retain in State Records Center until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Human Services. Bureau of Finance

**SERIES:** 20696

**TITLE:** Financial information network payment records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Bureau of Finance

**SERIES:** 83631

3

**TITLE:** Provider files

**DATES:** 1984-

**ARRANGEMENT:** alphabetical by provider's name

**DESCRIPTION:**

This is a variety of materials that pertain to the provider as it relates to services provided to the Department's clients. This series may contain some of the following information: Registration Application and Affidavit of Standard Compliance, License, copies of contracts, floor plans, costs, qualifications of staff members, Confidentiality Agreement, Program Evaluation, Problems Correction Plan, Fact Finding Reports and Results, Provider Payroll Check Register (RPP4), and all related memoranda and correspondence. Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 55.

**AUTHORIZED:** 11/29/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after contract has been cancelled or is terminated and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Department of Human Services. Bureau of Finance

**SERIES:** 83631

**TITLE:** Provider files

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

Retention is based on 42 CFR 431.17.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. name, address and telephone number of the facility.

**AGENCY:** Department of Human Services. Bureau of Finance

**SERIES:** 23244

3

**TITLE:** Temporary payroll files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by employee name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/20/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal



**AGENCY:** Department of Human Services. Bureau of Finance

**SERIES:** 23244

**TITLE:** Temporary payroll files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA-63G-2-301 (1)(b) (2008)

**AGENCY:** Department of Human Services. Bureau of Finance

**SERIES:** 20694

1

**TITLE:** Travel and transportation files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Correspondence, forms, and relating records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided audits completed.

Paper copy: Retain in Office for 1 year and then destroy provided audits are completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Human Services. Bureau of Finance

**SERIES:** 20694

**TITLE:** Travel and transportation files

(continued)

**PRIMARY CLASSIFICATION:**

Public